

27 June 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Survey Pertaining to the Proposed Transfer of Shipping Functions.

1. Attached is a list (Exhibit A) containing the advantages and disadvantages of transferring the shipping functions from the Transportation Division, Administrative Services Office, to the Control Group, Procurement Office, as reflected in the following:

a. Memorandum from [REDACTED] to the Advisor for Management dated 29 May 1951, subject: Analysis of Procurement and Shipping Procedures (Exhibit B).

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b. Memorandum from the Chief, Administrative Services to the Advisor for Management dated 18 June 1951, subject: Proposed Transfer of Shipping Functions (Exhibit C).

c. Memorandum from the Chief of Procurement to the Advisor for Management dated 25 June 1951, subject: Proposed Transfer of Shipping Functions (Exhibit D).

2. Based on my personal analysis of the procurement and shipping procedures and the comments made by the Chief, Administrative Services and the Chief of Procurement as contained in the Exhibits mentioned above, the following recommendations are made:

a. That all shipping functions pertaining to covert and overt supplies and equipment which are now being performed by the Transportation Division, Administrative Services Office, be transferred to the Control Group, Procurement Office.

b. That the responsibility for the shipment of household goods and personal effects, including cars, for [REDACTED] be transferred to the Control Group, Procurement Office.

c. That the personnel responsible for both the procurement and shipping functions be physically located at Quarters "I" in order to permit better utilization of personnel and the maintenance of only one control file.

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JAMES D. ANDREWS  
Advisor for Management

Enclosures: Exhibits A, B

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